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## Exam Reservation Information

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**Before making a reservation:**

The applicant must complete all of the educational requirements prior to making a reservation. Please ensure that applicant requirements are met for all types of examinations (next page).

**EXPro Testing Reservation Procedures:**

Reservations may be made Monday through Friday by telephone from 8 am to 11 pm; Saturday 8 am to 5 pm; Sunday 8 am to 2 pm, Eastern Standard Time, at least three business days before the desired test date. The toll free phone number is: **1-888-204-6231**. Walk-in testing is not available.

Fax reservations may be made 24 hours a day by faxing a reservation form to **1-888-204-6291** at least four business days before the desired test date.

Internet reservations may be made by accessing <http://www.asisvcs.com> and completing the Exam Reservation Services form at least four days before the desired test date.

**EXPro Electronic Testing Locations and Schedules:**

Test Center #	City	Schedule
4322	Nashville	M,T,W,F,S
4323	Knoxville	M,T,W,F,S
4324	Memphis	M,T,W,F,S
4340	Johnson City	T,Th,S
4341	Jackson	T,S
4342	Chattanooga	M,T,S

ASI's national network of over 200 test centers is also available. Call for details.  
Call ASI to confirm specific locations, times and test dates.

**EXPro Testing Fees:**      **All exams:**      **\$137.50**  
   **Application Fee (first time takers):**      **\$ 25.00**

Examination fees are paid at the test center on the day of the examination (*unless credit card was submitted at the time of reservation*). Applicant's payment must be payable to "Assessment Systems, Inc." and be in the form of a money order, insurance company or agency check, certified check, or cashier's check. Unacceptable forms of payment include personal checks and cash. **Examination fees are non-refundable and non-transferable.**

Two checks (unless retaking) are necessary at the time of testing. One check in the amount of \$137.50 for the examination fee payable to Assessment Systems, Inc. The second check, for first time takers, in the amount of \$25.00 for the application fee should be payable to the TN Auctioneer Commission to be submitted with the exam application.

**What to Bring With You to the Test Center:**

- ☐ Examination fee (see 'EXPro Testing Fees')
- ☐ Two forms of signature identification, one of which must be photo bearing, preferably a driver's license.
- ☐ Original Failing score report, if retaker
- ☐ Your ASI reservation confirmation number and authorization letter
- ☐ All required documentation

**Score Reporting:**

All candidates will receive an official photo-bearing score report immediately following completion of their examination.

**Re-examination Rules:**

If the applicant fails an exam and wishes to retake it, please contact ASI to reschedule another exam.

**EXPro  
Absences/Refunds:**

Applicant may cancel or change an EXPro reservation without penalty up to four business days before the scheduled exam. **If the applicant is absent or attempts to reschedule fewer than four business days before a scheduled exam, the applicant will owe ASI the full examination fee.** Provisions are made for excused absences in cases of illness, death in the family, etc.

**For more information:**

- Call ASI Customer Care at 1-877-672-2179
- Contact the ASI website [www.asivcs.com](http://www.asivcs.com)

**Application Screening:**

Requirements	Auctioneer	Auctioneer Experience	Apprentice Auctioneer	Gallery Owner	Firm Owner
Application Fee	X	X	X	X	X
Exam Fee	X	X	X	X	X
Application:					
Completed?	X	X	X	X	X
Identification	X	X	X	X	X
Age:					
18 or older?	X	X	X	X	X
Education					
80 hrs.			X		
30 hrs.	X	X		X	X
Apprenticeship	X				
Sponsor Licensed for 2 years			X		
Apprentice Log with 1000 points.	X				
HS diploma/GED	X	X			X
Experience /Board Approved		X			
Consent for Service of Jurisdiction		X			